

# California Energy Commission



- PENDING DPA APPROVAL -

**CLASSIFICATION:** Staff Services Manager II (Supervisory)  
(Will consider a Staff Services Manager I)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$5,576 - \$6,727

**LOCATION:** Budget and Accounting Offices  
Financial Services Branch

**FINAL FILING DATE:** FEBRUARY 3, 2009

**DUTIES/RESPONSIBILITIES:** Under the direction of the Chief Deputy Director and Executive Director, the Staff Services Manager II (Supervisory) plans, develops, and implements fiscal policy and directs and manages the Budget and Accounting Offices. Serves as a member of the Commission's Executive Management Team.

**REQUIRED/DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to plan, organize and manage the activities and resources for the Budgets and Accounting Offices
- Experience in negotiating with control agencies on sensitive issues; and the ability to maintain credibility and cooperation with management and all levels of employees
- Ability to effectively handle the resolution of sensitive and complex problems and issues
- Ability to communicate effectively and deal tactfully with people
- Ability to effectively supervise and assign work to professional staff, and provide annual and long-term training and development plans
- Ability to work under pressure, set priorities and ensure effectiveness of fiscal policies and procedures
- Familiarity with the budget development and maintenance processes, schedules, and documents

**WHO MAY APPLY** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. **Please specifically state the basis of your eligibility for this classification on the state application form, STD. 678.** Applications will be screened for experience, and only the most qualified will be contacted for an interview. Duty statements available upon request.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Deborah O'Choa – RPA #: 202-566  
California Energy Commission  
1516 9th Street, MS-3  
Sacramento, CA 95814  
(916) 654-4864  
E-mail: [dochoa@energy.state.ca.us](mailto:dochoa@energy.state.ca.us)

**California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired**  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

RPA #: 202-566

Pos #: 2020-4801-002

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